

C O P Y

27 October 1952

MEMORANDUM FOR: Chief, Procurement & Supply
Chief, Office of General Services

FROM: Asst. Deputy Director (Administration)

SUBJECT: Transfer of Garage

1. Effective November 10, 1952, responsibilities enumerated below are transferred from the Office of General Services to the Internal Trucking Section of the Procurement and Supply Office:

- 25X1A6d
- a. Operation of the [redacted] Garage
 - b. Agency motor freight hauling
 - c. Receipt and preparation for use of new Agency vehicles.
 - d. Delivery to port of official Agency vehicles going overseas
 - e. All automotive repair work in excess of first echelon maintenance in accordance with paragraph 3. below

2. Effective this same date the Motor Pool and Garage Division, Office of General Services, is redesignated the Motor Pool Division with the following assigned responsibilities:

- a. Dispatching of Agency passenger, mail, courier, reproduction and classified trash vehicles.
- b. Supervision of all chauffeurs and drivers operating the vehicles enumerated in 2. a. above.
- c. First echelon maintenance on those vehicle cited in 2. a. above, including washing, polishing, and cleaning of vehicles, tire pressure, refueling, checking oil and reports to the [redacted] garage on repairs required.
- d. Making its vehicles available for servicing and maintenance in accordance with paragraph 3. below.

3. In establishing regular and irregular servicing and maintenance schedules, coordination will be effected between the two Offices concerned.

4. The following T/O is approved for the Internal Trucking Section:

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